



# The Federal Acquisition Conference and Exposition

June 7-8, 2005 • Washington, DC • Washington Convention Center

## CONFERENCE PROFILE

**Expected Attendance:** 650—800

**Business Type:** Federal, State and Local Agencies; Small, Medium, Large Contractors

**Job Titles Include:** Contracting Officers and Specialists; Project Managers; Contracting Officer Technical Representatives; other government employees involved in the acquisition of goods and services

**Topics Covered:** Human Capital; Program Management; Competitive Sourcing; Performance-Based Contracting; Acquisition and Section 508; Biobased Products; E-Commerce; IT and Project Management; Outsourcing; Project Metrics and Earned Value Management

## EXHIBIT HALL SCHEDULE (TENTATIVE)

### Monday, June 6

2:00PM—5:00PM Move-In

### Tuesday, June 7

7:00AM—6:00PM Exhibits Open

12:00PM—1:15PM Lunch served in Exhibit Hall

5:00PM—6:00PM Reception hosted in Exhibit Hall

### Wednesday, June 8

7:00AM—12:30PM Exhibits Open

12:30PM—3:00PM Move-Out

## SPONSORSHIP OPPORTUNITIES

### Gold Sponsorship \$5,000 (3 available)

- 8 X 10 Booth
  - Includes side and back pipe and drape, 2 chairs, 1 6' table, 1 trashcan
- Post conference mailing list
- Premium location
- Signage at event
- Recognition as a Gold Sponsor throughout the conference, website, and in program
- Listing in program
- 2 full registrations
- 2 booth staff member registrations

### Silver Sponsorship \$2,500 (3 available)

- 8 X 10 Booth
  - Includes side and back pipe and drape, 2 chairs, 1 6' table, 1 trashcan
- Premium location
- Recognition as a Silver Sponsor throughout the conference, website, and in program
- Listing in program
- 2 full registrations
- 1 booth staff member registration

### Booth \$1,500

- 8 X 10 Booth
  - Includes side and back pipe and drape, 2 chairs, 1 table, 1 trashcan
- Booth located in Exhibit Hall
- Listing in program
- 2 full registrations (staff will also be required to man booth)

### Event Sponsorships

- *Reception Sponsor:* \$2,000  
(Signage & mention)
- *Breakfast Sponsor:* \$1,200  
(Both breakfasts, signage & mention)
- *Conference Bags:* \$2,500  
(Logo on bag, premium location)



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## Exhibit and Sponsor Contract & Application

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### Agreement Terms

All terms are non-cancelable. All terms and conditions of FACE are agreed upon and enforced by my company signature. We agree to pay for the assigned exhibit space in accordance with the guidelines contained in the FACE Exhibit Contract Terms. We agree to abide by all provisions set forth in these terms as a part of this contract between FACE and the Exhibitor.

### Terms are Non-Cancelable

Please make all checks payable to SRA International, Inc. Send all applications, payments, and any questions regarding exhibits to:

SRA International, Inc.  
Attn: Heather Cameron  
2000 15<sup>th</sup> Street North, 7<sup>th</sup> Floor  
Arlington, VA 22201

### Phone-Electric-Shipping Information

Phone, electric, and drayage will not be included with your exhibit space. Order forms will be included in your exhibitor kit.

### Products and Services to be featured online and in program

E-mail the following to Heather Cameron, [heather\\_cameron@sra.com](mailto:heather_cameron@sra.com)

- ° Company Name
- ° Company Address
- ° Phone, Fax
- ° Website, E-Mail
- ° 50 word description
- ° High-Res Logo (300 dpi .tif or .eps)

### Payment Information

Payment is due within 10 days of returning your signed application.

### Sponsor/Exhibitor Rates

8' X 10'	Gold Sponsor	\$5,000	\$ _____
8' X 10'	Silver Sponsor	\$2,500	\$ _____
8' X 10'	Booth	\$1,500	\$ _____

Total \$ \_\_\_\_\_

Item/Event/Sponsorship: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Preferred Booth # \_\_\_\_\_

**Booth Preferences**—Booth selection will be awarded to the date of your faxed contract.

\_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*Company Address*

\_\_\_\_\_  
*City, State, Zip*

\_\_\_\_\_  
*Phone/Fax*

\_\_\_\_\_  
*Web Address*

\_\_\_\_\_  
*Contact Person*

\_\_\_\_\_  
*E-Mail Address*

\_\_\_\_\_  
*Signature/Title*

\_\_\_\_\_  
*Date*

**Registered Staff for FACE Management**—These individuals will represent our company per our sponsor/exhibitor package:

\_\_\_\_\_  
*Full Conference*—Gold Sponsor (2 full registrations, 2 booth staff); Silver Sponsor (1 full registration, 2 booth staff)

\_\_\_\_\_  
*Booth*—(2 booth staff)

### Method of Payment

☐ Invoice my company at the above address. I understand that payment must be received within 10 business days.

☐ Check is enclosed for \$ \_\_\_\_\_

☐ Credit Card: ☐ VISA ☐ MasterCard ☐ American Express ☐ Diners Club

Charge Amount \$ \_\_\_\_\_ Card # \_\_\_\_\_ Expiration \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Cardholder \_\_\_\_\_ Signature of Cardholder \_\_\_\_\_

Fax signed contract to: (703) 558-7637

# Contract Terms

*(Conference Management Company, Systems Research and Application Corporation, will be hereafter referred to as FACE.)*

1. Exhibit space will be allocated on a first-paid, first served basis. Priority will be determined by date of receipt of Expression of Interest form. Returning exhibitors will receive additional priority.
2. All payments must be received by MAY 3, 2005. Reservations made after MAY 3, 2005, must be followed by payment within 2 working days. Unpaid booth reservations will be released for general sale. Client will remain responsible for payment of space.
3. The standard booth size is 8' wide by 10' deep unless stated or marked otherwise on the floor plan. All exhibits must fit within the confines of their assigned space so as not to impede traffic flow, infringe on the space of other exhibitors, or violate the emergency exit routes set forth by the fire marshal.
4. All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.
5. Exhibitors agree to abide by the installation and dismantling times set by FACE and to have at least one person staffing their booths during published exhibition hours. Exhibitors who vacate their booths prior to the published dismantle time without permission of the show manager will be assessed a fine equal to one half the booth fees and will not receive priority status at future events.
6. No exhibitor shall assign, sublet, or share the whole or any part of the space contracted to them. Exhibitors agree to limit the service and/or materials displayed in their exhibit area to those purveyed by the exhibitor, with the exception that other proprietary equipment may be used solely for the purpose of demonstrating the materials or services of the exhibitor.
7. Exhibition fees cover two exhibit registrations per booth. Exhibitor badges must contain the company name as it is stated on the exhibitor contract. Any other booth furnishings and equipment must be contracted through the official exhibition service contractor or the hotel, as indicated in the exhibitor's service kit.
8. FACE reserves the right to impose a limitation on noise levels and any other method of operation which becomes objectionable. Any distribution of literature or samples shall be limited to the exhibitor's booth. Exhibitors may not interfere with collateral that is not produced by said exhibitor. Violation of this will result in cancellation of exhibit space during show without refund.
9. FACE reserves the right to rearrange the final floor plan based on unsold or unoccupied exhibit space. In said event, all exhibitors will be notified.
10. In the event that no representative of an exhibiting organization has claimed its space by 3:00PM JUNE 6, 2005 FACE has the right to relocate the exhibit space. If exhibitor has not claimed space by 4:00PM JUNE 6, 2005, FACE has authority to allow site decorator to assemble booth space. The exhibitor agrees to pay for assembly charge in said event, and will be invoiced accordingly. Exhibitors not planning on exhibit move-in must contract for booth installation, or face incurred assembly charge.
11. If FACE should be prevented from holding the exhibition for reasons beyond FACE's control (such as, but not limited to, damage to building, riots, strikes, acts of government, or acts of God) or if an exhibitor cannot occupy the assigned exhibit space due to reasons beyond FACE's control, then FACE has the right to cancel the exhibition or any part thereof, with no further liability to the exhibitor other than a refund of exhibit space fee, less a proportionate share of the exposition cost incurred.
12. Neither the management of the host facility nor FACE shall be liable for the damage, loss, or destruction to the exhibits by reason of fire, theft, accident, or other destructive causes. In no event shall the management of the host facility, FACE, and/or its employees, representatives or subsidiaries be liable for any consequential, indirect, punitive, incidental or special damages, whether foreseeable or unforeseeable, and whether or not Exhibitor, FACE, or anyone else has been advised of the possibility of such damages, whether based upon lost goodwill, lost profits, loss of use of money, loss of data or interruption in its use or availability, stoppage of work, impairment of assets or otherwise arising out of breach of any express or implied warranty, breach of contract, negligence, misrepresentation, strict liability in tort or otherwise, and whether based on any term in any contract document, any transaction performed or undertaken under or in connection with any contract document or otherwise. Except in the case of FACE's negligence or willful misconduct, FACE will not be liable for any amounts hereunder, and in no event shall FACE's liability exceed the amount paid by Exhibitor hereunder.
13. The exhibitor shall be liable to the host facility and/or FACE for any damage to the building and/or the furniture and fixtures contained therein, which shall occur through acts or omissions of the exhibitor.
14. Exhibitor shall indemnify the management of the host facility, FACE, and/or its employees, representatives or subsidiaries from and against any damages, costs or penalties and any payments incurred by FACE and/or as a result of any act, negligence, gross negligence or omission of the Exhibitor in performing hereunder.
15. Exhibitor acknowledges that FACE does not maintain and is not responsible for obtaining insurance covering exhibitor's property.
16. No photography is allowed without the permission of the booth staff and/or show manager.
17. No children younger than 12 are allowed in the exhibit hall at any time.

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*Name (printed)*

*Authorized Signature*

*Date*

**Fax signed contract to: (703) 558-7637**